

General Hiring Steps

When you have completed your interview process and are ready to hire, these are the general steps you should follow:

- Hiring manager makes verbal or written offer to student (if a background check is required, a verbal offer is preferred)
- Student accepts
- If a background check is required, complete the check first
 - Background checks are required if the position works with children, handles money, or has access to keys and works in a building unsupervised. Below are the links to the different types of background checks:
 - [Academic Affairs](#): use for Graduate Assistants
 - [Basic Package](#): use for student employees who do not handle money
 - [Basic Package with Credit](#): use for student employees who do handle money
 - Questions about background checks or status checks can be directed to Rachel Radel – rradel@unomaha.edu
- Hiring Manager completes the [PowerForm](#)
 - The student will get their next steps after the Hiring Manager inputs the student's information in the PowerForm
- [Verify the student's I9](#)
 - If the student has another current position on campus, the student does not need to complete another I9
- Hiring manager completes a [Personnel Action Form \(PAF\)](#)
 - If you have any questions on how to complete a PAF, please reference this [manual](#)
 - *Once the PAF has been vetted by proper departmental channels, completed forms can be sent to:*
 - Graduate Assistant and Graduate Student Worker PAFs can be emailed to Nicole Kersten – nkersten@unomaha.edu
 - Student Worker or Work Study PAFs can be emailed to Garrett Gassman – ggassman@unomaha.edu
- Hiring manager should update the workflow status of each applicant to the position in [PeopleAdmin](#)
- Hiring manager should email Garrett Gassman – ggassman@unomaha.edu to notify him that the position has been filled and should be closed

Example Process Timeline

In order to have your new hires in Firefly or Timeclock so that they can record time starting on day one, please allow for a minimum of two weeks. Below is an example timeline, which includes if the position requires a background check.

Steps	Action	Responsible Party	Timeline	Date Example
1	-Make a verbal offer to the new hire, contingent on a clear background check. -Send the appropriate background check link.	Hiring manager	Immediately	Monday, October 3 rd
2	-Receive an email Human Resources regarding the status of the background check.	Human Resources	Up to three business days	Thursday, October 6 th
3	-With a cleared background check, send the new hire PowerForm and I9 information. -Student fills out new hire PowerForm	Hiring manager and student employee	One business day	Friday, October 7 th
4	-Set up a meeting to verify a student's I9. Reminder, international students need to complete their I9 with Human Resources or Student Employment.	Business or hiring manager and student employee	One to two business days	Monday, October 10 th
5	-Fill out a Personnel Action Form (PAF) for the new hire and receive department signatures.	Business or hiring manager	One to two business days	Tuesday, October 11 th
6	-For student worker or work study PAFs, send to Student Employment for review.	Student Employment	One to two business days	Wednesday, October 12 th
7	-Once student employment reviews, the PAF is sent to HR for processing.	Human Resources	One to two business days	Friday, October 14 th
8	-Student employee starts working	Student employee	After all paperwork is processed	Monday, October 17 th

***Note:** I9s can be completed during the student's first day of work. Steps 4-8 could happen after the first day of work. The student would not be in Firefly or Timeclock to record time until at least a week after they started working.